

Proposal Format
(Appendix G in Consolidated Watershed Solicitation)

Note: Not to exceed 10 pages excluding attachments; use 11-pitch Times New Roman font or larger. See complete instructions provided in Consolidated Watershed Solicitation, *IV, Application and Submittal Information*.

Page 1: Title Page

1. Project Title.
2. Name of Applicant.
3. Type of Organization. *State, Tribe, Local Government, University, Nonprofit Organization, or Other*
4. Funds Requested.
5. Non-federal Match
6. Contact Information. *Name, address, phone number and, if available, fax number and E-Mail address of main point of contact.*
7. Authorized Representative. *Name, title, and phone number of individual(s) authorized to accept a grant on behalf of your organization.*

Page 2: Proposal Checklist (see last page of APPENDIX G)

Page 3: Abstract (75 words or less)

1. Project Title.
2. Name of Applicant.
3. Funds Requested.
4. Non-federal Match. *Amount and source.*
5. Other Key Project Partners
6. Project Location. *Hydrologic unit code (available at <http://cfpub.epa.gov/surf/locate/indix.cfm>) and latitude and longitude*
7. Environmental Issue(s) Addressed by Project.
8. Anticipated Environmental Outcomes. *How will this project contribute to the goals of Clean and Safe Water and/or Healthy Communities and Ecosystems?*

Page 4 - 10: Project Proposal

1. Project Type. *Study, Demonstration, Survey, Investigation, Training or Experiment.*
2. Project Objective. Explain the purpose of the study, demonstration, survey, training, investigation, or experiment. (e.g., *Conduct a study to determine the causes and extent of water pollution in the Big Creek Watershed; or Demonstrate an effective approach to nutrient trading at the watershed level.*)
3. Project Area. *Describe project location, Hydrologic unit number, and latitude and longitude. If you are applying for the Integrated Watershed Priorities Initiative or Water Quality Cooperative Agreements for Priority Regional Projects, explain which, if any, of the Priority Area criteria apply. (See I.A, Integrated Watershed Priorities Initiative and I.C., Water Quality Cooperative Agreements for Priority Regional Projects for the criteria.)*
4. Environmental Issue(s). *Explain the issue the project will address and why the project is needed.*
5. Relationship to a Strategic or Long Term Plan, if applicable. e.g., *Tribal Environmental Agreement, Performance Partnership Agreement, etc.*
6. Capacity Building. *If applicable, explain how the project will build or increase the capacity for long term protection or restoration of the watershed.*

Proposal Format - continued

7. Project Description

- a. Industry targeted, if applicable.
- b. Work to be Completed. *What activities are being funded by the grant and any matching funds to achieve the project objectives?*
- c. Innovative Aspects of Project.
- d. Roles and Responsibilities. *Identify entities responsible for major project tasks if there are entities other than the applicant that have a significant role.*
- e. Project Milestones. *Include a table or list of major tasks, including project completion, and provide timetable for completing tasks. State timeline in terms of "Months after the Grant Award." For instance:*

<u>Task</u>	<u>Milestone</u>	<u>Responsible Entity</u>
Organize a steering committee	2 Months after Grant Award	
Complete project	24 Months after Grant Award	

- f. Environmental Outcomes. *How will this project contribute to our long term goals of Clean and Safe Water and/or Healthy Communities and Ecosystems, or other short term outcomes?*
- g. Measures of Project Success. *What qualitative or quantitative indicators will you use to measure the success of your project? Note: If your project includes collecting environmental data, see **IV. Funding Restrictions**, for information on Quality Assurance requirements. Indicators must be measurable and related to environmental outcome.*
- h. Outputs. *List tangible products such as manuals and reports you will produce.*
- i. Leveraged Resources. *If EPA funds will be combined with resources from sources other than the applicant to support the goals of Clean and Safe Water and/or Healthy Communities and Ecosystems in the project area, list the source and amount of funds, or cost of other resources such as staff, and explain how the leveraged resources will be used to contribute to the goals. Leveraged resources are those above and beyond any 3rd party contributions included in the project budget as match.*
- j. Experience in Project Implementation. *Describe previous projects your organization has completed, emphasizing the measurable environmental results of those projects. Include assistance agreement numbers for relevant projects funded by EPA Region 4. If no experience of this type, explain qualifications. Do not attach resumes or vitae.*
- k. Confidential Information. *Clearly label any information you consider to be confidential.*
- l. Proprietary Information. *Clearly label any proprietary information.*
- m. Copyright Information. *Clearly identify any copyrighted items to be developed with EPA funding or match which will be copyrighted.*
- n. Key Project Personnel. *Include all contact information for key project personnel.*
- o. Budget. *Use the budget formats on the next page to present your project budget.*

Attachments: *only the following attachments will be accepted:*

- a. Maps of the project area. *Required only if needed to identify the project area or extent of issue being addressed.*
- b. Letters of Commitment for 3rd party match. *State the dollar amount of the commitment and whether the match will be made in cash or in-kind services such as staff time. If in-kind services, describe the activities to be conducted.*

Proposal Format - Continued

Budget by Object Class

(Required for each proposal)

	EPA Funds	Applicant Non-Federal Match	3rd Party Non-Federal Match	Total
Salary (Itemize) ¹ <i>For ex: Project coordinator: 2 staff years @ 40,000/year</i>	\$65,000	\$15,000	0	\$80,000
Fringe Benefits				
Travel				
Equipment ²				
Supplies				
Procurement Contracts ³				
Other Expenses				
Indirect Costs ⁴				
Project Total				

¹ Itemize staffing costs including the number of hours, type of position, hourly rate excluding fringe or number of staff-years, type of position, and hourly rate excluding fringe.

² For this budget, equipment is defined as tangible property that exceeds \$5000 per unit and has a useful life of one year or more. Explain in the project proposal why each piece of equipment is necessary. We encourage you to lease or rent equipment, rather than purchase it, if that is more economical.

³List each planned contract or type of service to be procured. Itemize agreements and/or contracts between government agencies under "Other Expenses." If the total of "Contracts" to non-government entities exceeds 50% of the amount of funds requested, include a justification for this level of reliance on contractors.

⁴ See **APPENDIX F** for definition of Indirect Costs.

Budget By Activity or Workplan Component

(Required if your project includes more than one major activity or component, such as Training and GIS Digitizing.).

Activity	EPA Funds	Applicant Non-Federal Match	3rd Party Non-Federal Match	Total
<i>For ex: Training</i>	20,000	0	0	\$20,000
<i>GIS Digitizing</i>	45,000	0	0	45,000
Project Total				

Note: The **Project Total** for the Budget by Object Class should be the same as the **Project Total** for the Budget by Activity or Workplan Component.

Proposal Checklist

Submit completed Proposal Checklist as Page 2 of Proposal

Project Title: _____

Applicant: _____

Please complete this checklist to assist us in assuring all proposals are reviewed by the appropriate program experts and/or teams. It is not intended to reflect priorities for funding.

A. CHECK ONE BOX:

- ' I am authorized and willing to accept an award at a lower level than my proposal, or partial funding covering some program components, OR
- ' I am not willing to accept funding at a lower level than my request

B. CHECK ONE BOX to identify the Funding Opportunity for which you are applying:

- ' Water Quality Cooperative Agreements for Innovative State Projects
- ' Water Quality Cooperative Agreements for Priority Tribal Projects
- ' Water Quality Cooperative Agreements for Priority Regional Projects
- ' Wetland State Program Development Grants: *Competitive Funding Portion*
- ' Integrated Watershed Priorities Initiative

C. CHECK ALL BOXES that apply to your proposal:

- ' Pretreatment
- ' Biosolids
- ' Wet Weather (e.g., storm water, sanitary sewer overflows)
- ' Concentrated Animal Feeding Operation
- ' Wastewater
- ' Water Quality Monitoring
- ' TMDL Development Project
- ' National Estuary Program
- ' Watershed Based Protection or Restoration Project
- ' Wetlands
- ' Source Water Protection Project
- ' Groundwater Project

D. Location of Project Area. Please CHECK ALL BOXES that apply:

- | | |
|----------------|------------------|
| ' Tribal Lands | ' Kentucky |
| ' Alabama | ' Mississippi |
| ' Florida | ' North Carolina |
| ' Georgia | ' South Carolina |
| | ' Tennessee |

E. Please CHECK ONE OR MORE BOXES that describe your project type:

- | | |
|-----------------|-----------------|
| ' Study | ' Training |
| ' Survey | ' Demonstration |
| ' Investigation | |
| ' Experiment | |